

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI/IAS	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		Square Feet 2	20
2 Drawer (free standing)		4	40
4 Drawer (correspondence)		5	50
5 Drawer (correspondence)		3	30
All purpose (with doors)			
Map and Plan File			
Kardex (_____ Slides)			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		Square Feet 3	30
5 Drawer (correspondence)		97	970
Map Cabinet Sections		10	325
Map and Plan File		14	378
Kardex (_____ Slides)			
Safe-T-Stack Units			
1,2,4, Drawer Card (5x8 size card; 16 inches per drawer) 7,8		41	NOT ON Floor
2,5, - Drawer Card (3x5 size card; 16 inches per drawer) 2		17 4	Not on Floor
OTHER (describe)			
2 Door Upright cabinet		46	294.4
7 Drawer 5x8 Cabinet 14 Sections		9	57.6
Desk Drawers		146	1460
2 Drawer (Correspondence)		1	10

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)	60	68	7	476	2380
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Wall Shelves	60	5	7	35	175

REMARKS:

Include number of secure and vault areas in which records are stored 1

27 July 1973
DATE

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DDI/IAS
FILING EQUIPMENT INVENTORY (CONTINUED)

TYPE	NO.	WIDTH INCHES	NUMBER OF SECT SHELVES	SHELVING TOTAL SHELVES	TOTAL CAPACITY LINEAR FT.	SQUARE FOOTAGE
CORRESPONDENCE TYPE	1	36	1	4	12	7.5
" "	1	36	10	5	150	7.5
" "	1	36	11	4	132	7.5
LIBRARY TYPE	1	36	4	6	72	6.4
CONSER-A-FILE (ROLL OUT UNITS)	1	36	1	2	6	12.7
" " " " " "	1	36	1	4	12	12.7
" " " " " "	3	36	3	3	36	38.1
" " " " " "	3	36	1	5	45	38.1
" " " " " "	7	36	1	6	126	88.9
" " " " " "	2	40	2	6	40	26.
" " " " " "	5	40	5	6	100	65.
" " " " " "	21	40	1	6	420	273.
" " " " " "	5	42	1	5	87.5	75
" " " " " "	9	42	1	6	189	135
" " " (SIDE ROLL)	13	42	15	6	280	733.2

764.5

EQUIPMENT	TOTAL NUMBER	TOTALS	TOTAL SQUARE FOOTAGE
SAFES	14		140
CABINETS	328		3536.6
SHELVING	74		1527.6

5204.2- TOTAL SQUARE FOOTAGE OF SPACE UTILIZED
BY FILING EQUIPMENT